

California Department of Veterans Affairs



Classification: **Office Technician (General)**
\$2,465 - \$2,998
Permanent, Full-Time

Location: Sacramento, California
Office of Procurement and Contracts

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. **SROA PROVISIONS APPLY.**

Duties and Responsibilities: *Under direct supervision from the Business Services Officer I (Supervisor) the Office Assistant (General) will:*

- Responsible for word processing forms and correspondence of various types from draft. Update and maintain electronic and hardcopy files.
- Process all mail services by sorting and delivering all in-coming mail. Operate the postage machine, envelope opener, electric folder and inserter. Process out-going mail, which will consist of postage processed mass mail, UPS and Fed-EX express shipments
- Responsible for the receipt of all incoming shipments and freight.
- Prepare Standard-67 forms for reproduction request orders, through (OSP)-Office of State Printing.
- Make scheduled pick up and deliveries to and from other agencies and business locations to accomplish business with time sensitive documents for the department.
- Assist with the preparation of purchase orders from Standard 5-Intra Office Requisition using information acquired from quotes, vendors and staff.

Desirable Qualifications:

- Lift up to 20-25 pounds with or without assistance.
- Be very familiar with Microsoft Word and be able to operate various office machines.
- Follow oral and written instructions and directions.
- Possess a valid California Driver's license and have a good driving record.
- Read and write English at a level required for successful job performance.
- Meet and deal tactfully with department staff and the public.
- Apply specific laws, rules and office policies and procedures.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
1227 O Street, 4th Floor
Sacramento, CA 95814
Attn: Jacquie Ruiz-Ref M80# 032-06/07

Inquiries:
Voice: (916) 653-2535
TDD: (916)

In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: September 28, 2006

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

PSNO: 830-470-1138-001

RELEASED: 9.14.06